

**BLAIR COUNTY AIRPORT AUTHORITY**  
**REGULAR MEETING**  
**SEPTEMBER 11, 2017**

Seth Smith, Treasurer, called the Regular Meeting of the Blair County Airport Authority to order at 6:00 PM. The meeting was held in offices of the Blair County Airport Authority at the Altoona-Blair County Airport, 310 Airport Drive, Martinsburg, PA 16662. The meeting began with the pledge of alliance to the flag of the United States of America.

Those present included BCAA board members Herbert Bolger, Mike Ritchey, Seth Smith, Ben Stapelfeld, and Drew Swope. Also present were Ted Beam, Blair County Commissioners' Representative to the BCAA; Tracy Plessinger, BCAA Manager; David Pertile, BCAA Solicitor; and David Jones, of Delta Airport Consultants.

**Approval of Agenda**

- A. Drew Swope made a motion to approve the agenda for the September 11, 2017, Regular Meeting. Ben Stapelfeld seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.

**Approval of Minutes**

- A. Mike Ritchey made a motion to approve the minutes from the August 14, 2017, Regular Meeting. Ben Stapelfeld seconded the motion. All board members present voted Aye. Motion passed.

**Manager's Report**

- A. Tracy Plessinger, BCAA Manager, reported to the board on various items. (Details contained in written "Manager's Report – September 11, 2017.") Herbert Bolger made a motion of approve the Manager's Report. Drew Swope seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.

**Engineer's Report**

- A. Dave Jones provided a report from Delta Airport Consultants. (Detail contained in written "Project Status Report – August 2017 – Updated September 8, 2017") Mike Ritchey made a motion to approve the Engineer's Report. Drew Swope seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.

**Board Committee Reports**

- A. **Property Committee** – Items relating to the new construction projects were discussed in the Manager and Engineer Reports.
- B. **Finance Committee** – Financial statements for the month were presented. A motion is included on the agenda for approval of disbursements for the month.
- C. **Marketing Committee** – Drew Swope suggested that if we have the Wings of Freedom tour next year, we may want to consider making into a larger, income producing, event.
- D. **Personnel Committee** – An additional employee is being added for maintenance operations, and as restaurant employee has submitted her resignation.
- E. **Communications** – Nothing to report.
- F. Herb Bolger made a motion to approve the board committee reports. Ben Stapelfeld seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.

### **New Business**

- A. Mike Ritchey made a motion to approve hiring Glenn Benner as a full-time maintenance employee, with a 90-day probationary period, at an hourly rate of \$10.00, with an increase to \$10.50 after completion of ARFF Training. Herbert Bolger seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- B. Drew Swope made a motion to accept Ashley Smith's resignation as a full-time server at The Cove Grille. Mike Ritchey seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- C. A motion to extend the operation of The Cove Grille through October 22, pending completion of a lease agreement for restaurant space and equipment, was tabled.
- D. Mike Ritchey made a motion to approve payments of September invoices from the General Fund in the amount of \$31,533.56, \$12,194.37 of which was paid prior to the meeting.

### **Adjournment**

- A. Hebert Bolger made a motion to adjourn the regular meeting and enter Executive Session for the purpose of consulting with an attorney or other professional advisor regarding information or strategy in connection with litigation or with issues on which identifiable complaints are expected to be filed, as provided in Section 708(a)(4) of the Sunshine Act; and for the purpose of considering the lease of real property up to the time an option to purchase or lease the real property is obtained or up to the time an agreement to purchase or lease such property is obtained if the agreement is obtained directly without an option, as provided in Section 708(a)(3) of the Sunshine Act. Mike Ritchey seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- B. Next regular meeting will be held on Monday, October 9, 2017, at 6:00 PM, in the BCAA Offices.

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Tracy A. Plessinger, Manager, BCAA

Approved by BCAA Board, October 9, 2017.

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Mike Ritchey, Secretary, BCAA